



EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek Namibia

**SCOPE OF WORK
FOR THE PURPOSE OF A
CONTRACT**

**TECHNICAL SPECIFICATIONS
For
HOME REPAIRS
AT
480 AGAAT STREET**

LABOR-MATERIAL REQUIREMENTS TO PERFORM SERVICES

FOREWORD

The Embassy of the United States of America, in Windhoek Namibia is soliciting services of labor; materials and fully comprehensive work to perform home repairs at 480 Agaat Street.

GENERAL

- The contractor shall provide all material, equipment, tools, and the provision of all skilled labor and services necessary for the completion of the work, unless otherwise specified.
- All proposed materials are to be submitted for approval before procurement and subsequent installation is undertaken.
- The provision of skilled labor means Certified/trained laborers with at least three years experience in their particular field, equipped with all hand/electrical tools, etc. necessary to carry out their work.
- The contractor shall be able to operate simultaneously with two teams of laborers and schedule the work with a two-day advance notice.
- The US Facilities Manager will issue a Notice to Proceed (NTP) to allow the Contractor to start construction works.
- The contractor shall furnish the following documentation at time of bid.
 - Price breakdown of work according to SOW
 - Timeline for work
 - Certifications of skill sets for all foremen/supervisors
 - Contact information for on-site supervisor
 - Copy of insurance policy for civil liability
 - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed “Unacceptable”.

I. WORK TO BE DONE

Carpentry/Interior:

Window Blinds

1. Remove and replace metal window blinds with proposed alternative blind.

Bathroom

1. Propose method to remove sharp edge from tiles around sink.
2. Provide shelving and door under existing sink.

Laundry Room

1. Provide light cover for light fixture.

General

1. Remove and replace insufficient and outdated lights with fluorescent or LED lighting fixtures.

Carpentry/Exterior:**Exterior Garage**

1. Place existing above ground wiring to outdoor lights in an underground conduit.

Staff Quarters

2. Remove and replace broken shower door.
3. Remove and replace broken shower drain.

II. TERMS AND CONDITIONS

Site Limitations: All work shall be performed in accordance with hours specified by U.S. Facilities Manager. All existing site rules related to work processes and material movements shall apply during the entire project cycle. Contractor shall follow standard industry building codes and methods for all installations covered under this project.

Performance period: The estimated number of working days or performance period will be established upon receipt of offers and prior to the award of a contract. The performance period will be Estimate the number of calendar days or working days.

Work will be completed by end of performance period or Contractor agrees to pay a 1% of the total contract value for each day as a fine or liquidated damages. If there are any concerns regarding the performance period please raise the concern during the site visit.

Warranty of Work: The contractor agrees that

- All proposed materials are to be submitted for approval before procurement and subsequent installation is undertaken.
- Materials and equipment procured by the contractor and any subcontractor will be new and of good quality unless otherwise required.
- The work will be **free from defects for a period of 1 year** and other than those inherent in the work as specified.
- Work will conform to the requirements of the contract documents.

Compliance with Laws and Regulations: The Contractor performance of the work shall comply with applicable national and local laws, rules, and regulations. The Vendor shall give required notices, shall procure necessary governmental licenses and inspections, and shall pay without burden to the Customer, all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation,

the Contractor shall pay all fines and penalties, including attorney's fees, and other defense costs and expenses in connection therewith.

Safety: The Contractor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Contractor shall at all times comply with the regulations set forth by national and local laws, rules, and regulations. The Contractor shall indemnify and hold harmless The Customer (U.S. Embassy) from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) which may be imposed on the Customer because of the contractor, subcontractor, or supplier's failure to comply with the regulations stated herein.

Cancellation: In the event provisions of these technical provisions are violated by the contractor, the Customer (U.S. Embassy) may give written notice to the Contractor stating the deficiencies. Unless deficiencies are corrected within five (5) working days, recommendations will be made to the Contractor for immediate cancellation. The Customer reserves the right to terminate immediately any contract for failure to correct deficiencies.

Site Conditions: The site will be free of any debris related to the construction services at the end of the project. Cutting or welding on the ground shall not leave any markings of any kind. To prevent marking the ground it is recommended that the cutting or welding be done offsite or have a protective layer for the pavers/ concrete. Paint will be cleaned up using an outdoor faucet away from the house. There shall not be any paint residue left at the faucet area.

III. LABOR

All the work to be carried out at the site, not described in the list of the fully comprehensive work shall be calculated on a time and material basis approved by the COR.

The Contractor shall not close up any work until the Facilities Manager or his representative has inspected the work. Should the contractor close up the work prior to inspection by the Facilities Manager, the Contractor shall uncover the work for inspection by Facilities Manager at no cost to the Facilities Manager, and then recover the work according to the specification contained herein.

Schedule a walkthrough with the Facilities Manager at least one week prior to the completion of work for a SUBSTANTIAL COMPLETION walkthrough. At which point the Facilities Manager and the Contractor will agree upon a punch list or items remaining to be completed prior to FINAL COMPLETION. Both parties will agree upon a time frame for the work to be done. At the Final Completion a walkthrough will be done and a certificate will be signed. The one year of warranty will be based upon that date.

A retainage of 10% of the contract value will be withheld until the Final Completion Certificate has been issued.

IV. EVALUATION OF OFFERS

Evaluation for awarding the contract shall be based upon economic offer and proven performance verified by references or already quality or work.

Substantial Completion Inspection

Inspecting work done so far as per the Scope of Work.

List any deficiencies needed to be completed to obtain Final Completion Certificate.

Work to be completed by Date: _____

[illegible]

Embassy of the United States of America



Windhoek, Namibia

Final Completion Certificate

I, (COR) _____ here by award (Contractor) _____
with a Final Completion Certificate for their work at _____.

The work has been deemed complete and satisfactory according to the Scope of
Work. Any and all remaining payments are authorized to be released to the
contractor.

Signature _____ Date _____